



VYTAUTO
DIDŽIOJO
UNIVERSITETAS
MCMXXII

**THE ORDER OF THE RECTOR
OF VYTAUTAS MAGNUS UNIVERSITY**

**ON APPROVAL OF DESCRIPTION OF PROCEDURE FOR THE PREVENTION OF
HARASSMENT AND VIOLENCE AT VYTAUTAS MAGNUS UNIVERSITY**

**29 September 2025, No 371
Kaunas**

Acting in accordance with the Resolution of the Senate of Vytautas Magnus University of 24 September 2025, No. SEN-N-45 “On the Consideration of the Procedure for the Prevention of Harassment and Violence at Vytautas Magnus University”,

I hereby a p p r o v e the Procedure for the Prevention of Harassment and Violence at Vytautas Magnus University (attached).

Rector

Juozas Augutis

Agnė Černiauskė, email: agne.cerniauske@vdu.lt, phone: +370 37 222 739 (1100)

DESCRIPTION OF PROCEDURE FOR THE PREVENTION OF HARASSMENT AND VIOLENCE

AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

- 1.1. The Description of the Procedure (hereinafter referred to as the **Description**) for the Prevention of Harassment and Violence at Vytautas Magnus University (hereinafter referred to as the **University** or **VMU**) regulates the forms of harassment (hereinafter referred to as **Harassment**) and violence (hereinafter referred to as **Violence**) that are not tolerated at the University, with the aim of ensuring their identification. The Description sets out the list of preventive measures applied at the University to reduce the risk of the occurrence of harassment and violence at work and their impact on employees, as well as the procedure for implementing these measures.
- 1.2. The Description has been prepared in accordance with the Labour Code of the Republic of Lithuania (hereinafter referred to as the **Labour Code**), the Law on Equal Opportunities for Women and Men of the Republic of Lithuania, the Statute of the University, the Law on Science and Studies of the Republic of Lithuania, the methodological recommendations of the State Labour Inspectorate under the Ministry of Social Security and Labour for the development of violence and harassment prevention policies, and the University's Code of Ethics.
- 1.3. The University is guided by the principle that every Member of the University Community shall adhere to the norms of ethical conduct, respect one another, ensure each other's safety and dignity, and refrain from hostile, aggressive, intimidating, degrading, humiliating, abusive, disparaging or otherwise offensive actions or words. The Description is an internal regulatory document of the University and is mandatory for all Members of the University Community, regardless of their position or the type of employment or study contract they hold, as well as irrespective of personal characteristics such as age, gender, socio-economic status, sexual orientation, disability, beliefs, or any other attributes, and irrespective of the interaction of these characteristics.
- 1.4. **The objectives of this Description shall be the following:**
 - 1.4.1. to create a safe and healthy environment based on respect, consideration and tolerance; to ensure the psychological safety of the Members of the University Community; to support them in recognising the instances and forms of Harassment and Violence and in effectively managing the risks of Harassment and Violence; and to improve the overall atmosphere in the workplace and study environment;
 - 1.4.2. to broadly acquaint the entire University Community and its Members with the University's policy on the prevention of Harassment (including Sexual Harassment) and Violence (including Psychological Violence and Gender-Based Violence), the use of internal and external communication tools, the principles for submitting reports, and the procedures for examining such cases;
 - 1.4.3. to inform the University Community about the conditions established at the University that enable all Members of the Community to submit a report, seek assistance and receive support, while ensuring the confidentiality of the victim's personal data;
 - 1.4.4. to familiarise the University Community with the protection measures available for persons who have experienced Harassment and/or Violence, the assistance provided to such persons, and the principles of impartiality;
 - 1.4.5. to encourage all Members of the University Community to assume individual and collective responsibility, ensuring that professional and academic relationships are based on mutual respect and sensitivity to power dynamics.

II. DEFINITIONS

- 2.1. **Responsible Person** – an employee appointed by the Rector of the University, entrusted with coordinating and organising the implementation of the Description, ensuring the proper handling of cases, organising preventive measures, and administering the Helpline. The Responsible Person is also responsible for educating and informing the Members of the University Community on how to recognise, identify and respond to instances of Harassment and Violence; conducts seminars and training; and prepares notices and other information materials for the Community. The Responsible Person is obliged to sign confidentiality and impartiality pledges.
- 2.2. **Community Member** – staff members of the academic community, administration and non-academic units, as well as alumni. The Academic Community of the University consists of students, lecturers, researchers, other research staff, professors emeritus, rectors emeritus, associate lecturers and researchers, as well as other persons directly involved in study, scientific or artistic activities.¹
- 2.3. **Code of Ethics** – an internal legal act approved by the University that sets out the rules of conduct for the Members of the University Community.
- 2.4. **Work Regulations** – rules approved by the University that establish the general principles of employee conduct at the University, enabling respect for each other's rights, adherence to accepted norms of behaviour, and the fostering of respect for the University and its Community.
- 2.5. **Gender Equality Plan** – a document intended to create a safe and healthy environment based on respect, consideration and tolerance, aimed at ensuring equal opportunities for all Members of the Community and improving not only the quality and outcomes of studies and research but also working and study conditions.
- 2.6. **Commission** – the VMU Ethics Commission, which examines reports of (alleged) Harassment and/or Violence in accordance with the procedures for handling reports established in this Description and in the Regulations of the Commission.
- 2.7. **Mobbing** – any offensive, abusive and/or otherwise exploitative systematic and recurrent behaviour directed at an individual Member or a group of Members of the University Community, which undermines their professional, material, social and/or psychological well-being, adversely affects their mental and/or physical health or reputation, and reduces productivity.
- 2.8. **Unacceptable Behaviour** – conduct that harms a person's emotional well-being and, in severe cases, also their mental and physical health. This may include unacceptable or unwanted physical contact (such as touching, stroking, patting, pinching, attempts to touch or hug, pulling another person closer, etc.) or demands for such physical contact.
- 2.9. **Victim** – a Member of the University Community who may have experienced Harassment and/or Violence in the work or study environment.
- 2.10. **Helpline** – an internal communication channel (email) for submitting reports and seeking assistance, administered by the Responsible Person. It is the primary place for consultations, questions and the submission of reports.
- 2.11. **Report** – the submission of information about (possible) experienced or ongoing Harassment and/or Violence to the Helpline or directly to one of the persons receiving Reports.
- 2.12. **Person Receiving the Reports** – the Responsible Person administering the Helpline and at least one of the appointed members of the Commission (up to three members), who is appointed by the new-term Commission at its first meeting, in agreement with the Responsible Person, taking into account the requirement² for gender and departmental diversity, and giving priority to expertise in the fields of psychology and law. A representative of the Students' Union may be appointed to examine

¹ Resolution of the Seimas of the Republic of Lithuania on the Reorganisation of the Lithuanian University of Educational Sciences and Aleksandras Stulginskis University by merging them into Vytautas Magnus University and on the Approval of the Statute of Vytautas Magnus University, 5 June 2018, No. XIII-1229 (https://www.vdu.lt/wp-content/uploads/2019/01/Statutas_2018_VDU.pdf)

² Among the persons receiving Reports, there must be representatives of both genders and from different University units.

student-related cases. Information about the persons receiving Reports is published on the VMU website and on the Ethics Commission page.

- 2.13. **Harassment** – unwanted conduct aimed at insulting or which results in insulting a person’s dignity and/or aimed at creating or resulting in the creation of an intimidating, hostile, degrading and/or offensive environment.
- 2.14. **Violence** – any act or omission by a person or persons that intentionally causes physical, psychological, sexual or economic harm to another person or persons in connection with work, as a result of which an employee or student suffers or may suffer non-material or material damage.
- 2.15. **Physical Violence** – intentional physical actions by a person that cause physical pain to another person or may result in that person being injured.
- 2.16. **Psychological Violence** – unacceptable behaviour by one or several persons, which may manifest in various forms, including harassment, physical and/or psychological violence, sexual exploitation, single or repeated unethical conduct, or disrespectful behaviour towards others. In the work environment, psychological violence may occur between colleagues of the same hierarchical level (horizontal level) or between supervisors and their subordinates (vertical level).
- 2.17. **Psychosocial Risk Factor** – a factor which, due to working conditions, requirements, organisation, content, interpersonal relations among employees, or relations between employers and employees, causes psychological stress to a Member of the Community.
- 2.18. **Psychosocial Risk** – a risk to employees’ mental and physical health and social well-being arising from psychosocial risk factors related to employment relations.
- 2.19. **Sexual Harassment** – unwanted verbal, written and/or physical behaviour of a sexual nature, where such behaviour is motivated by the intention and/or has the effect of violating a person’s dignity, in particular by creating an intimidating, hostile, degrading and/or humiliating environment.³
- 2.20. **Complainee** – the person whose behaviour is the subject of a report concerning (possible) harassment, sexual harassment, psychological violence, gender-based violence, or mobbing.
- 2.21. **Gender-based Violence** – violence directed against a person because of that person’s gender, gender identity and/or gender expression.⁴ Gender-based violence may take the form of sexual harassment, physical, sexual and/or psychological coercion, stalking, crimes and/or criminal offences as defined in the Criminal Code of the Republic of Lithuania, directed against a person’s freedom of sexual self-determination and/or bodily integrity.
- 2.22. **Stress** – an employee’s response to adverse psychosocial factors related to working conditions, work requirements, work organisation, work content, interpersonal relations among employees, or relationships with the employer or third parties.

III. GENERAL DEFINITIONS OF INAPPROPRIATE BEHAVIOUR, HARASSMENT AND VIOLENCE

- 3.1. At the University, Violence, Harassment and/or any other form of Inappropriate Behaviour towards Members of the Community is not tolerated, whether such conduct originates from other Members of the Community or from third parties, including suppliers, contractors, clients, partners, and any other persons with whom Members of the Community interact while performing their work or study functions. Violence and Harassment are prohibited in the workplace and study environment, including both public and private spaces; during breaks or when using household, sanitary or hygiene facilities; during work- or study-related trips, travel, training, events or social activities; during work- or study-related communication, including communication via information and electronic

³ Law on Equal Opportunities for Women and Men of the Republic of Lithuania, 1 December 1998, No. VIII-947, Vilnius.

⁴ European Institute for Gender Equality (EIGE) definition (<https://eige.europa.eu/lt/thesaurus/terms/1153>).

communication means (e.g., messages or emails); in University-provided accommodation; and while travelling to or from the workplace or place of study.

- 3.2. The most common forms of Violence that Members of the Community are encouraged to recognise and report, in accordance with the procedure set out in Section VII of this Description, include the following:
 - 3.2.1. **economic actions** – conduct that humiliates a person due to economic dependence and/or economic harm experienced (or being experienced) as a result of Violence. This may manifest (but is not limited to) exerting financial pressure on a person, threatening to withhold or discontinue incentive measures, devaluing a person's merits (achievements) and qualifications in order to single them out, undervaluing their performance irrespective of actual merits and qualifications, prohibiting them from working, and similar actions;
 - 3.2.2. **physical actions** intended to inflict pain and/or cause injury. Physical violence may manifest itself (but is not limited to) beating, pushing, choking, hitting, shaking, pulling or injuring (causing bodily harm), as well as smashing objects during an argument, throwing objects in anger, destroying property, and similar actions;
 - 3.2.3. **psychological actions** – insulting a person, making unfounded remarks, threatening, prohibiting, intimidating, humiliating, mocking, and other forms of inappropriate behaviour intended to hurt, frighten, diminish, or place the person in a powerless and defenceless position, to force them to feel dependent, to perform certain actions, or to submit to the violent person;
 - 3.2.4. **sexual actions** – conduct infringing not only a person's health and bodily integrity but also their social freedom, honour and dignity. Such conduct may manifest through unwanted comments about a person's appearance, body shape or clothing; jokes or mockery related to another person's sexuality or body; insulting or name-calling based on a person's sexual preferences, behaviour or orientation; displaying or sending sexually explicit material; intrusive interest in a person's private life; demands for intimate relations; gossip and/or defamation; offensive gestures; unwanted intentional touching, and similar actions (such conduct often includes elements characteristic of both physical and psychological violence).

IV. DEFINITIONS OF SEXUAL HARASSMENT AND GENDER-BASED VIOLENCE

- 4.1. Sexual harassment is unwanted behaviour of a sexual nature, which may be expressed verbally, in writing or through physical action. Such behaviour may be unpleasant, offensive, degrading, insulting or even intimidating to the person experiencing it. The same actions may be perceived differently by different individuals in different situations: some may find such behaviour tolerable or even desirable, while others may experience it as distressing or stressful. Therefore, the list of forms of sexual harassment is neither precise nor exhaustive, but merely indicative. Nevertheless, certain actions are more frequently regarded as unacceptable and requiring intervention. Sexual harassment may be expressed verbally, in writing and/or through visual means, through electronic communication tools and/or experienced online (i.e., *cyber sexual harassment*). Sexual harassment may take the following forms, including but not limited to:
 - 4.1.1. unacceptable and/or unwanted physical, verbal or non-verbal contact of a sexual nature;
 - 4.1.2. written and/or verbal humiliation (including jokes, persistent remarks and/or reproaches, hate speech, gossip, defamation, etc.);
 - 4.1.3. undesirable behaviour of a sexual nature, including language or bullying of a sexual nature;
 - 4.1.4. sexual statements and/or innuendo that demean a person and/or a gender based on physical characteristics and/or mannerisms;
 - 4.1.5. requests for dates, hugs, sexual intercourse or other close physical contact when the person has clearly expressed non-consent;

- 4.1.6. demands for sexual favours and/or the fulfilment of sexual fantasies (e.g., in exchange for a desired grade, academic or professional opportunity and/or another benefit);
- 4.1.7. the display of genitalia;
- 4.1.8. inappropriate virtual communication – sending and/or displaying offensive and/or sexually explicit messages or visual material (images, video material, links);
- 4.1.9. offensive or obscene gestures, allegedly accidental or overt intentional touching of various parts of the body (legs, buttocks, chest, neck, torso, etc.);
- 4.1.10. discussing the body of the person who is being sexually harassed;
- 4.1.11. stalking, which may manifest as unwanted and/or repeated following or monitoring of another person (e.g., displaying unwanted attention, repeatedly sending flowers, inviting the person to dates, waiting outside their home and/or workplace, etc.); In cases of stalking, unwanted contact with the targeted person is often actively sought, their private life is disrupted, constant tension and anxiety are created, their freedom of action is restricted, and the person's social, personal and professional life is adversely affected. Stalking may cause harmful consequences to the mental health of the person being targeted due to the continuous and unresolved tension created until the stalking behaviour is stopped.⁵
- 4.1.12. other forms of sexual harassment.
- 4.2. Several types of sexual harassment may occur within the University Community:
 - 4.2.1. *Quid pro quo* sexual harassment – a type of sexual harassment in which the harasser is a person in a position of greater power (e.g., a lecturer, an employee holding a senior position, a work supervisor, etc.) who uses their position of power to coerce a subordinate employee and/or student into performing acts of a sexual nature. Non-compliance may be met with threats of unfavourable working conditions, dismissal, failure to pass an exam, failure to complete a project, interference with (scientific) activities, and similar consequences. The situation may also occur in reverse, when better conditions are offered in exchange for sexual favours (e.g., passing an exam, promotion, etc.). In many cases, the exploitative relationship is enabled by a power imbalance between the harasser and the person being harassed (e.g., lecturer–student, supervisor–subordinate, etc.);
 - 4.2.2. creation of a hostile environment, where unwanted sexual attention and/or gender-based harassment is more frequently experienced from a person of the same status or of lesser power (e.g., other employees or students); The range of such behaviour is very broad – from direct unwanted advances, demeaning or dignity-violating sexual or other types of jokes, and comments about appearance, to the creation of a sexualised environment or direct harassment.
- 4.3. Gender-based violence is understood as violence directed against a person because of that person's gender, gender identity and/or gender expression, and/or violence that has a disproportionate impact on persons of a particular gender. Gender-based violence may be physical, psychological and/or sexual, and may take the following forms:
 - 4.3.1. derogatory comments about the abilities of representatives of a particular gender;
 - 4.3.2. hostile comments about the behaviour or competencies of women or men as a group, not limited to sexual conduct (e.g., “men won't understand this”);
 - 4.3.3. insulting a person solely on the basis of their gender, gender identity or sexual orientation rather than on the basis of that individual's specific actions and/or characteristics;
 - 4.3.4. seeking sexual intercourse or other close contact when the person has not given consent.
- 4.4. When assessing whether certain conduct may be considered unacceptable, it is important to take into account that the purpose of sexual harassment and/or gender-based violence is sexual gratification

⁵ [Explanatory Memorandum](#) to the Draft Law Amending the Criminal Code of the Republic of Lithuania by Supplementing Article 167 (2019).

and/or the intent to humiliate a person or demonstrate one's superiority. These unacceptable actions may be carried out:

- 4.4.1. by having power derived from one's position (e.g., in subordinate relationships or hierarchically unequal relationships);
- 4.4.2. by having decision-making power (e.g., decisions regarding performance assessment, recognition and/or promotion);
- 4.4.3. by having power and using coercion (e.g., causing psychological and/or physical fear);
- 4.4.4. by applying pressure and/or coercion between persons of equal status, as well as between persons of higher or lower status.
- 4.5. In order to assess whether a situation constitutes sexual harassment and/or gender-based violence, the following aspects shall be examined:
 - 4.5.1. whether the actions constitute behaviour that undermines a person's dignity (makes the person feel uncomfortable or ill at ease);
 - 4.5.2. whether the actions constitute behaviour that creates an intimidating, hostile, degrading and/or offensive environment;
 - 4.5.3. whether the behaviour expressed verbally, in writing or through physical action is unwanted or abusive;
 - 4.5.4. whether the behaviour expressed verbally, in writing or through physical action is of a sexual nature.

V. RECOGNISING VIOLENCE AND HARASSMENT AT WORK

- 5.1. Violence and harassment, including psychological violence, gender-based violence and sexual harassment, may manifest through any form of unacceptable behaviour or the threat of such behaviour. This may involve either a single incident or repeated behaviour intended to cause physical, psychological, sexual or economic harm, as well as behaviour that has already caused or may potentially cause such harm. Such behaviour violates a person's dignity or creates an intimidating, hostile, degrading or offensive environment, and has caused or may cause physical, material and/or non-material harm.
- 5.2. The risk of violence and harassment may arise for an individual Member of the Community or for a group of persons in any work or study environment. When identifying risks, it is important to take into account that risks may be both overt and covert. Risks may be identified based on the resulting consequences, which may include:
 - 5.2.1. various forms of violence (physical, psychological, sexual or economic);
 - 5.2.2. unjustified sanctions, threats or (psychological) pressure;
 - 5.2.3. ignoring and/or isolating an individual or a group of individuals;
 - 5.2.4. harassment;
 - 5.2.5. negative remarks, bullying, sarcasm or public humiliation in the presence of others;
 - 5.2.6. constant gossip and defamation;
 - 5.2.7. manipulation;
 - 5.2.8. oppression;
 - 5.2.9. speaking in a raised voice or shouting;
 - 5.2.10. constant unfounded criticism, etc.

- 5.3. It is often very difficult to notice and recognise manifestations of Harassment and Violence at work or in studies; however, the main distinguishing feature of workplace violence is the systematic and/or overt attempt by the perpetrator to dominate the Victim of Harassment and/or Violence. These key aspects (the list is not exhaustive) may also help to better recognise the occurrence of Harassment and Violence, when it involves:
- 5.3.1. behaviour that undermines a person's dignity (makes the person feel uncomfortable or ill at ease);
 - 5.3.2. behaviour that creates an intimidating, hostile, degrading or offensive environment;
 - 5.3.3. unwanted or abusive behaviour expressed verbally, in writing or through physical action;
 - 5.3.4. unwanted intimate behaviour expressed verbally, in writing or through physical action.
- 5.4. Several essential criteria presented in Table 1 can help distinguish a conflict from Violence.

Characteristics of Conflicts	Characteristics of Violence
Conflicts are incidental and irregular	Violence consists of regular actions.
Either party may initiate it	The roles of the person using Violence and the person experiencing it generally do not change.
Both parties to the conflict may discuss the subject of the conflict and find a mutually acceptable solution.	Violent actions or manifestations cannot be successfully discussed, and no changes occur after such discussions.
The likelihood of conflict decreases when the motives and arguments of the conflicting parties are better understood.	Conflicts intensify and become more frequent, and it is impossible to identify a clear motive.
A problem of both parties, requiring consideration of each other's perspectives.	Violence occurs due to a power imbalance (economic, positional or physical strength), and only one perspective is recognised.
The reaction to conflict is spontaneous and causes distress, fatigue, and similar effects.	Violence is carried out with deliberate intent.
Both conflicting parties experience tension.	The Victim's well-being: helplessness, fear, self-blame, while the Perpetrator's well-being: satisfaction, self-gratification.

Table 1

- 5.5. In order to recognise Harassment and Violence at the University and to assess potential risks, it is essential to observe the frequency of unusual or incomprehensible behaviour exhibited by a Member of the Community, as well as any behavioural changes, such as escalation of certain states, the emergence of provocative behaviour, and similar signs. By identifying any concerning behaviour in a timely manner and reporting it to the Responsible Person, the prevention of Harassment and Violence can be carried out more effectively, and violent situations that have already arisen can be resolved in a timely manner.
- 5.6. The following shall not be considered psychological violence or harassment:

- 5.6.1. the assessment of the activities of Members of the Community, during which the strengths and weaknesses of their work are identified and constructive feedback is provided; the person performing the evaluation (e.g., the direct supervisor or lecturer) has the right to assess the results of the work performed and to provide feedback;
- 5.6.2. the employer's expectations towards the employee; the employer may verify whether the employee is fulfilling the duties assigned under the employment contract and require compliance with the provisions of internal legal acts;
- 5.6.3. misunderstandings, discussions or differences of opinion arising between the employer and employees, or between students and lecturers.
- 5.7. The main consequence of psychological violence in the work or study environment for an employee or student is stress, which is a direct reaction to an unfavourable work or study environment, conditions, requirements, organisation of work or studies, or interpersonal relationships.

VI. IMPLEMENTATION OF VIOLENCE AND HARASSMENT PREVENTION IN THE WORK ENVIRONMENT

- 6.1. The University implements primary, secondary and tertiary preventive measures - undertaking all necessary actions to ensure the prevention of Harassment and Violence and to support Members of the Community who have been affected:
 - 6.1.1 taking into account potential risks of Harassment and Violence and implementing measures for their elimination and/or control;
 - 6.1.2 establishing the procedure for submitting and examining Reports of (potentially) experienced Harassment and Violence and informing Members of the Community about this procedure;
 - 6.1.3 organising training for Members of the Community on the risks of Harassment and Violence, preventive measures, and the rights and obligations arising in the context of Harassment and Violence.
- 6.2. Each Member of the University Community shall:
 - 6.2.1 be responsible for contributing to a respectful and safe working environment;
 - 6.2.2 seek to understand and recognise what behaviour may be considered unethical, remain attentive and sensitive to others, respect every Member of the Community's privacy, views, beliefs, and physical and mental integrity, and make an effort to assess whether behaviour expressed verbally, in writing and/or through physical action may cause unpleasant, unwanted or dignity-violating consequences and/or disturb another person's well-being, health and/or functioning;
 - 6.2.3 analyse their own behaviour and assess whether it complies with the provisions of this Description and with the procedures established by the University.
- 6.3. **Primary preventive measures are the following:**
 - 6.3.1. The University has approved the Work Regulations, the Code of Ethics, the VMU Gender Equality Plan and other internal documents, which clearly define and establish the behaviour standards of the Members of the University Community, their rights and obligations, as well as the legal consequences arising from non-compliance;
 - 6.3.2. the University has established a Dispute Resolution Commission, which examines general University disputes and complaints related to research and study activities, employment relations, procedural violations and other areas;
 - 6.3.3. the University has an elected Works Council and an actively functioning Trade Union, which represent the University's employees and their interests in information and consultation procedures,

as well as in addressing matters that may affect employees' social, economic, psychological or physical well-being;

- 6.3.4. the University has established a Helpline (email: pasitikejimo.linija@vdu.lt), where Members of the Community may contact and request assistance, submit reports about incidents with detailed explanations, indicating the Complainee, describing the situation and circumstances, and identifying possible witnesses; the appointed Responsible Person must provide or arrange the necessary assistance;
 - 6.3.5. the University has established the positions of Disability Affairs Coordinator, Community Well-being Coordinator and Equal Opportunities Coordinator, whose purpose is to ensure the well-being, equal opportunities and inclusion of Members of the University Community and to prevent possible cases of discrimination, harassment, violence or other forms of unethical behaviour;
 - 6.3.6. the Human Resources Department and the Student Affairs Department are responsible for ensuring the health and well-being of Members of the Community; together with other University units, they organise and implement activities for Members of the University Community that reveal job/study satisfaction, possible or experienced violence in the work/study/student dormitory environment, assess psychosocial risk factors, and similar aspects. based on information obtained from various sources, perform an analysis of the situation and provide summarised conclusions and recommendations to the University Rector;
 - 6.3.7. continuous improvement of the psychosocial work/study environment – decisions related to work or study functions shall be based on the principles of fairness, integrity, equal opportunities and respect for the individual. special attention is given to improving interpersonal relationships among Members of the University Community, effectively resolving conflict situations, and reducing stressful situations and psychosocial risks;
 - 6.3.8. the physical work/study environment is continually improved to ensure that it is safe, comfortable and properly equipped, fully providing all necessary conditions for the proper performance of work/study functions.
- 6.4. **Secondary preventive measures are the following:**
- 6.4.1 the University seeks to create better conditions for communication, information dissemination, and early and effective prevention and intervention of Harassment and Violence;
 - 6.4.2 the Responsible Person ensures the smooth and consistent implementation of prevention programmes, compliance with this Description, and the regular informing of Members of the Community about the behavioural norms applied at the University and unacceptable behaviour, the prevention of Harassment and Violence and the related internal documents, and organises the education of Members of the Community;
 - 6.4.3 the University ensures that newly joined Members of the Community are provided with the opportunity to familiarise themselves with this Description and other internal documents governing ethical interpersonal conduct and unacceptable forms of behaviour at the University.
- 6.5. **Tertiary preventive measures are the following:**
- 6.5.1. the University ensures the prompt and effective examination of cases involving Members of the University Community who have experienced Harassment or Violence, provides recommendations to units and their managers, ensures access to psychological assistance, and offers comprehensive support in obtaining such assistance (from psychologists, psychiatrists, social workers or other persons or organisations providing psychosocial support);
 - 6.5.2. the University carries out the preliminary examination of Reports, whereby cases of Harassment and Violence are initially reviewed informally by the Responsible Person together with the Head of the Human Resources Department, including a conversation with the Victim and the Complainee, the organisation of (psychological) assistance, and the provision of information, contacts or referrals;

- 6.5.3. if the informal case-handling measures provided for in Clause 6.5.2 prove ineffective, the University shall apply disciplinary measures: a warning, temporary suspension from work, relocation of the Complainee's work/study location or position to another work/study environment, reduction or withdrawal of incentive bonuses, allowances or scholarships, dismissal from employment, or expulsion from studies or the student dormitory;
- 6.5.4. disciplinary measures shall be applied proportionately to the consequences of the case under examination, objectively and impartially, taking into account the explanations of the Victim, the Complainee and other persons involved in the Harassment or Violence incident, the circumstances of the event, as well as the Complainee's characteristics and usual behaviour in the work/study environment;
- 6.5.5. Violence or Harassment, including psychological violence and violence or harassment on the grounds of gender (violence or harassment directed against individuals because of their gender or disproportionately affecting individuals of a particular gender, including sexual harassment), discriminatory actions, or violations of honour and dignity against other employees or third parties during working hours or in the workplace are prohibited and may be considered a gross breach of work duties.

VII. PRELIMINARY EXAMINATION OF REPORTS

- 7.1. Each Member of the Community has the right to submit a Report preliminarily by contacting the Helpline or directly one of the Persons Receiving Reports (at their own choice). If necessary, the person who has received the report may consult with other Persons Receiving Reports.
- 7.2. A preliminary Report may be submitted orally or in writing.
- 7.3. Together with the Report, the Victim shall:
 - 7.3.1 provide detailed explanations of the incident or situation, including the circumstances and manifestations of the (potentially) experienced harassment and/or violence;
 - 7.3.2 indicate specifically how the Complainee behaved inappropriately;
 - 7.3.3 indicate any possible witnesses;
 - 7.3.4 provide any other available information and evidence (messages, emails, letters, notes, audio and/or video recordings, correspondence, diaries kept by the Victim, etc.).
- 7.4. The University undertakes to ensure the confidentiality of the circumstances indicated in the Victim's Report. The University also undertakes to trust the Victim and to provide, in a timely manner, the necessary assistance that the University is able to offer.
- 7.5. The Person Receiving Reports, upon receiving a Report, ensures a prompt response and provides consultation to the Victim regarding all circumstances of the incident or situation, guaranteeing full confidentiality and organising the necessary assistance.
- 7.6. Depending on the specifics of the incident or situation, the Person Receiving Reports may, *inter alia*, initiate a conversation with the Complainee, undertake mediation, warn the Complainee about possible consequences should the inappropriate behaviour not cease, or recommend that the Victim submit the Report for examination by the Commission.
- 7.7. If the Person Receiving Reports decides to forward the Report to the Commission, then, at the request of the Victim, the Person Receiving Reports shall act as the Victim's representative during the examination of the report by the Commission. If the Person Receiving Reports is a member of the Commission, their membership in the Commission shall be suspended for the duration of the report's examination.
- 7.8. The preliminary examination procedure is not mandatory; a Report may be submitted to the Commission directly by email. However, it is recommended to first contact the Helpline or directly one of the Persons Receiving Reports (at one's own choice).

VIII. EXAMINATION OF REPORTS BY THE COMMISSION

- 8.1. Cases of Harassment and Violence in the work/study environment shall be examined and appropriate measures proposed by the Commission in accordance with the procedures for examining reports established in this Description and in the Regulations of the Commission.
- 8.2. Upon receiving the Report, the Commission shall initiate its examination as soon as reasonably possible, but no later than within five (5) working days from the date of receipt of the Report.
- 8.3. The investigation of Reports concerning Violence and Harassment is based on the following fundamental principles:
 - 8.3.1. **immediacy** – all persons involved in the case (the Victim, the Complainee and any witnesses) are provided with full opportunities to present explanations regarding their actions;
 - 8.3.2. **timeliness** – reports shall be examined within the shortest possible time frame, but no longer than one (1) month from the date of receipt of the report;
 - 8.3.3. **support for the victim** – upon receiving a report of harassment and/or violence, psychologically safe working conditions shall be ensured to the extent possible;
 - 8.3.4. **objectivity and impartiality** – the investigation is carried out objectively and without any preconceived assumptions regarding the assessment of the circumstances;
 - 8.3.5. **presumption of innocence** – the Complainee shall be considered innocent until a decision is made regarding the violation or their inappropriate behaviour.
- 8.4. The Commission shall examine the Report in accordance with the following procedures:
 - 8.4.1. assess the evidence provided, and, if necessary, collect additional information related to the Report, clarify further details and circumstances of the incident, interview the Victim and the Complainee (the parties are interviewed separately), and, if needed, invite other persons - including the Person Receiving Reports - who may provide additional information;
 - 8.4.2. once all information relevant to the investigation has been collected, the Commission organises a meeting during which all facts and evidence are discussed and decisions are made regarding the application of the most appropriate measures. Persons participating in the investigation must sign confidentiality and impartiality undertakings;
 - 8.4.3. consult, when necessary, and seek assistance from other specialists within the University and/or from other organisations working in the fields of employee protection, professional ethics, psychological health, equal opportunities or other relevant areas, while strictly maintaining confidentiality;
 - 8.4.4. taking all circumstances into account, recommend to the University Rector or their authorised persons that the Victim be allowed to refrain from attending the workplace/place of study while the report is being investigated, and coordinate these actions with the University's Human Resources or Study Department, while strictly maintaining confidentiality where required;
 - 8.4.5. provide recommendations to the Human Resources Department and the Student Affairs Department to ensure that, insofar as possible, the Victim is protected from hostile behaviour and/or negative consequences if they submit a Report regarding (potentially) experienced Harassment or Violence, or if they participate in the examination of a case concerning experienced Harassment or Violence.
 - 8.4.6. provide other recommendations to the University Rector or their authorised person responsible for implementing assistance, preventive or disciplinary measures, as well as to the relevant departments, regarding further actions.

- 8.5. Where the Commission decides that the Complainee is responsible for Harassment and/or Violence, it may, in addition to the powers granted to it under the Commission's Regulations:
 - 8.5.1. refer the matter to law enforcement authorities by reporting a potentially committed criminal act or a criminal and/or administrative offence (violation);
 - 8.5.2. take measures, where possible, to facilitate the Victim's reintegration into the University;
 - 8.5.3. suggest psychological counselling to the Victim;
 - 8.5.4. recommend training for the Complainee;
 - 8.5.5. where necessary, initiate that the University, insofar as possible, ensure legal and/or financial assistance to the Victim when applying to court for compensation for damages and/or for the criminal liability of the Complainee.
- 8.6. A Member of the Community shall be held liable for a false report in accordance with the procedure established by the legal acts of the Republic of Lithuania.
- 8.7. Having assessed the facts established during the examination, the Commission and/or the Person Examining Reports may advise the Victim on further actions outside the University.
- 8.8. The Commission may refuse to examine Reports if:
 - 8.8.1. the investigation cannot be initiated due to a lack of data, or if the text of the report is illegible and the reporter does not provide or clarify the missing information within the established time limit, or if there is no other possibility to verify and/or clarify the submitted data;
 - 8.8.2. a report on the same matter has already been examined, is currently being examined, or, under law, must be examined by another institution.

IX. FINAL PROVISIONS

- 9.1. This Description shall apply to all Members of the University Community.
 - 9.2. This Description is published publicly on the University's website and intranet and is publicly accessible to all Members of the Community. The University adheres to the principle that, by signing an employment, study or dormitory accommodation agreement, all Members of the Community undertake to comply with the behavioural principles established in this Description.
 - 9.3. A violation of this Description may be considered a gross breach, and liability may therefore be imposed as provided for in the Labour Code or other legal acts of the Republic of Lithuania, as well as in the University's internal documents.
 - 9.4. This Description, as well as any amendments and/or supplements thereto, shall be approved by the University Rector.
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